

# CHAPTER 8

## EMPLOYEE ADMINISTRATION

### SECTION 8.1

#### EMPLOYEE ADMINISTRATION UNIT

##### 8.1.1 OVERVIEW

Employee Administration can be described as the operations unit within the agency for the processing of employee events. Currently, human resource functions and payroll functions are performed separately. In the new SAP R/3 system the human resource functions encompass the payroll and benefits functions. These combined functions will be performed in the Employee Administration Unit of an agency. For a more complete list of functions and task that are included in the employee administration area see 11.8.2.

##### 8.1.2 FUNCTIONS TO BE PERFORMED IN SAP BY EMPLOYEE ADMINISTRATION STAFF

###### SAP Actions

- Hire
- Category Change
- Reallocation
- Transfer
- Organization assignment
- Separation
- Rehire

###### Organization Management

- Create organizational units.
- Assign physical location
- Establish relationships to other organizational units
- Assign some hierarchy attributes
- Assign indicator if the organization unit is a department

###### Positions Management

- Create positions and attach to jobs.
- Assign hierarchy
- Establish relationship to organizational units
- Assign Chief positions
- Assign supervisory relationships
- Assign staff positions
- Assign holders

**CHAPTER 8**  
**EMPLOYEE ADMINISTRATION**  
**SECTION 8.1**  
**EMPLOYEE ADMINISTRATION UNIT**

Benefits (Group Benefits, Flexible Benefits, Savings Plans, Spending Accounts, & Retirement)

- Enrollment
- Life event changes
- Cancellations
- Transfer to Drop Plan

- Move to Retired status
- Arrears adjustments
- State share adjustments
- Employee refunds

Leave

- Process prior period leave adjustments

Work Schedules

- Assign and attach work schedule to employee

Pay

- Basic Pay including special entrance rates
- Retroactive pay
- Emoluments (cash and non-cash)(meals, housing, auto allowances, etc.)
- Incentive payments
- Award and Recognition payments
- Court Settlement payments
- Supplemental payments
- Fringe benefits (taxable and non-taxable)(Ex.: moving expenses)
- Leave payments
- Assign Premium pay type/rates
- Assign Shift Differential pay type/rate
- Assign on-call rate

Special Dates

- Anniversary dates
- Leave Change dates
- Length of service determination
- Adjusted service dates

**CHAPTER 8**  
**EMPLOYEE ADMINISTRATION**  
**SECTION 8.1**  
**EMPLOYEE ADMINISTRATION UNIT**

Bank Record

Create/Change method of payment to employee (checks or direct deposit)  
Add/Change employee bank account data if applicable

Deductions

Credit Union

Union dues  
Bond deductions  
United Way  
Miscellaneous insurance  
Housing  
Meals  
Recoupment of overpayment

Third party disability payments

Tax Withholding Information

Federal Income Tax  
Earned Income Credit  
State Income Tax

Personal Data

Maintenance of employee personal data (address, emergency contact etc)

Workers Compensation

Workers Compensation Buy-back

**CHAPTER 8**  
**EMPLOYEE ADMINISTRATION**  
**SECTION 8.1**  
**EMPLOYEE ADMINISTRATION UNIT**

Reporting

Access the Unclaimed property report, review and contact applicable employee  
Enter variants to produce Time Entry Variances/Errors report, review and make  
corrections to time file  
Access the Employees failed Payroll Simulation Error Listing, review and correct all  
necessary Infotypes for each employee  
Enter variants to produce Ad Hoc/What If scenarios  
Run BR-9 Budget Forms

Cost Distribution

Assign expenditure organization, reporting category etc. (home coding)  
Process retroactive coding adjustments

**CHAPTER 8**  
**EMPLOYEE ADMINISTRATION**  
**SECTION 8.1**  
**EMPLOYEE ADMINISTRATION UNIT**

**8.1.3 ROLES AND RESPONSIBILITIES**

**TO BE DEFINED AT LATER DATE**

**CHAPTER 8**  
**EMPLOYEE ADMINISTRATION**  
**SECTION 8.1**  
**EMPLOYEE ADMINISTRATION UNIT**